

HUNTERDON COUNTY LIBRARY HEADQUARTERS MEETING ROOM

The meeting room facilities include: tables, 90 chairs, piano, wall-mounted screen, lectern, kitchenette, lavatories, chalk board, and easel.

The room may be used by non-profit organizations of Hunterdon County for meetings of an educational, cultural, or civic nature. It may not be used for meetings which are partisan, commercial, or religious in their purpose. Groups may not charge admission fees. The group may restrict their meeting to their own members. Any questions of interpretation will be referred to the library director. The director is authorized to deny permission for use of the facilities to any group that violates these regulations.

Library sponsored activities are given priority. The library reserves the right to cancel, in an emergency, a reservation granted an outside group in order to use the room for library purposes. If such a reservation is canceled, at least 48 hours notice will be given unless the library is required to close in case of emergency.

Reservations may be made in person or by telephone. Telephone reservations will only be tentative pending receipt of written application. Reservations will be accepted in order of receipt of application. Requests for these facilities should be made at least one week in advance of use, and no more than six weeks (42 days) in advance. Recurring reservations cannot be accepted.

Room arrangement is the responsibility of the organization. Each organization is responsible for setting up and putting away the tables and chairs it uses. Organizations assume responsibility for any damage to room or contents. No additional furniture or equipment other than that furnished by the library is to be used without library approval, excluding audio-visual equipment. The library is not responsible for equipment, supplies, material, or other items owned by a group and used by them in the library. Use of the kitchenette must be arranged in advance. Each group is responsible for cleaning up the kitchenette after use.

Group activities involving more than normal wear and tear on the room will not be permitted.

Attendance at meetings is limited to 84 persons (in an auditorium-style seating arrangement).

The meeting room is available from 9:00 a.m. to 5:00 p.m. Monday and Friday, 9:00 a. m. to 9:00 p. m. Tuesday, through Thursday and on Saturday from 9:00 a.m. to 5:00 p.m. Groups are to adhere to the times scheduled as a courtesy to those who may be booked to use the room before or after them.

Library policy forbids the serving of alcoholic beverages on the premises. The library is a smoke-free building and, therefore, smoking is not permitted in the meeting room.

8/01; Revised 11/08;1/09;1/10